

INSTRUCTIONS FOR USING NEW STATE FUEL CARDS (PROPRIETARY ONLY)

Fueling Procedures

1. Pull vehicle up to appropriate fuel pump.
2. Check the vehicle odometer reading. You will be prompted to enter this number. (Use mileage without tenths.)
3. A) Insert your card into the card reader as shown on the pump. Follow the instructions as prompted by the computer screen. You will be asked to enter your 6 digit PIN, and the odometer reading.

Frequently Asked Questions About Your New Proprietary Fuel Card

What may be purchased with the new fuel card?

The new state fuel card may be used to purchase fuel up to pre-designated limits for state owned vehicles only at State Fuel Network facilities.

Where can the card be used?

The new card may also be used at state owned facilities with fuel control terminals that have been converted to accept the new cards. (Anticipated completion for conversion of State Fuel Network sites is August 15, 2000.)

Who can use the new cards?

Any state employee or contract worker having a valid PIN may use the card .

What is my PIN?

Your PIN is composed of the number (7), and your employee number, (7+#####). Never give anyone your PIN!!! Your PIN identifies you as making a purchase with the fuel card.

What do I do if my card is rejected?

Call the "On-Site Transactions" customer service number on the sticker located on the Fuel Control Terminal for assistance. If the "On-Site Transactions" customer service cannot provide an authorization, the driver should contact their agency Fuel Card Administrator.

What do I do if the card is lost or stolen?

Notify your supervisor immediately, along with your Agency Fuel Card Administrator.

Agency Fuel Card Administrator: Levaris Jacobs Phone # (803)737-6675

Important notes

- State fuel cards are to be used only for the purchase of fuel/petroleum products for state owned vehicles.
- If you enter an incorrect PIN 4 times in a row, the card will deactivate, and must be replaced.
- Only your Agency Fuel Card Administrator may order replacement cards in the event the card is lost, stolen, or does not work properly.